ATTENDANCE AND ENROLLMENT 101

The Basics

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Accurate Reporting
(I.C. 33-1002)

Fundamentals to accurately report Attendance & Enrollment to <u>Maximize</u> your funding

➢ <u>Calendars – Drive your funding</u>

- ✓ Setting the Calendar
  - ▪ Check for low days of attendance
- ✓ Calendar Types
  - ▪ Students must be setup correctly
- ✓ Grade Grouping
  - ▪ Each grade within a grouping must follow the same calendar
- ✓ Attendance
  - ▪ Record accurately and check for errors

Calendar Setting

A "Day of No" attendance is better than a "Bad Day" of attendance.

Keep track of which days/weeks historically are lower in attendance and plan your school calendar accordingly

Midterm Reporting Period: Ends the first Friday in November
Attendance from the 1st day of school to the 1st Friday in November. Midterm Reporting Period units drive <u>salary and benefit apportionment.</u>

End of Year:
The Best 28 Weeks of attendance and it drives the <u>distribution factor/entitlement</u>.

CALENDARS
Critical to Accurate Funding

2 Types of Calendars reported to the SDE

- Instructional – hours of classroom instruction
- ISEE – days of student attendance
  - .5 day = 2.5 hrs to less than 4 hrs
  - 1. day = 4 hrs or more
  - Maintained in student management system and reported through your ISEE upload.

ISEE Calendars Drive the Unit that Drives Funding

- Aggregate Attendance / # days per Calendar week = Average Daily Attendance (ADA) / Divisor = UNIT
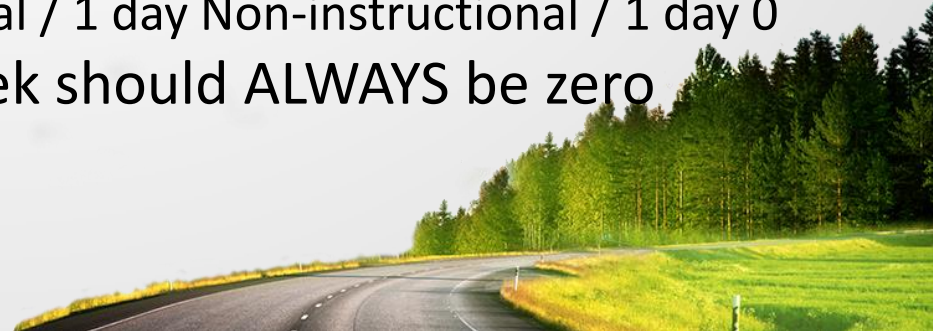
CALENDARS CONTINUED

ISEE Calendars

- Must choose either Instructional, Non-Instructional or Emergency Closure

  - 5 day school week Districts / Charters
    - ➤ Each week must total 5 days
    - Example: 4 days instructional / 1 day Non-instructional

  - 4 day school week Districts / Charters
    - ➤ Each week must total 4 days
    - Example: 3 days Instructional / 1 day Non-instructional / 1 day 0
    - - 5th day on a 4 day week should ALWAYS be zero

CALENDARS CONTINUED

ISEE Calendars

- Must choose either Instructional, Non-Instructional or Emergency Closure

    - Alternative Secondary is based on hours per week
        - ➢ Cannot request Emergency Closures
        - ➢ Mark as a Non-instructional day
        - ➢ Hours would need to be made up if under required instructional time

    - Partial Instructional Days

Aggregate Attendance & ADA

Aggregate Attendance is the total of students physically present that week.

- Reported daily attendance will be aggregated by the week and reporting period.

ADA - the aggregate number of days students are **present**, divided by the number of days of school…" I.C. 33-1001

Note: No student shall generate more than one (1.0) ADA.

Importance of Calendar Setting!

Extremely Important – DO NOT change calendars after attendance has been reported.

Changing calendars results in ADA calculation errors

- Calendars are the control record driving your unit calculations that drives your funding.
- Calendars & Attendance must be accurate to maximize your funding.

Calendars must be set by Calendar Type

Calendar Types

- K - Kindergarten   (SDE funds only .5 day)
- R - Grades 1 – 12
- A - Alternative Secondary School grades 7-12 (hours)
  - Including Juvenile Detention Centers
- DR - Private & Home Schooled (hours)
- SA - Summer Alternative Secondary grades 7-12 (hours)
- SR - Summer Juvenile Detention Centers

New law to include 6th grade as part of Alternative Schools is not effective until July 2016 FY 16-17

Kindergarten Calendar

Kindergarten Schedule Numbering System	
1) AM only - every day	**4**) M,W, every other F (2 sessions/day)
2) PM only - every day	**5**) T,Th, every other F (2 sessions/day)
3) Wk 1 - M,W,F and	**6**) AM & PM (full day) - every day
Wk 2 - T, Th (2 sessions/day)	**7 & above**) all other schedules

Use the code that reflects how the kindergarten calendar is setup.

A separate calendar must be assigned in ISEE for each schedule within a building.

Do **not** combine students who are attending different schedules on one calendar.

CAUTION: to maximize funding attendance days per calendar must be the same for each grade grouping. K / 1-6 / 7-12

Grade Groupings
(I.C. 33-1002)

- <u>KG</u> - Kindergarten
- <u>Grades 1-6</u> - Elementary
- <u>Grade 7-12</u> - Secondary
- <u>Grades 7-12</u> - Alternative Secondary School
  - ➢ Including Juvenile Detention Centers
- <u>Grades 7-12</u> - Summer Alternative Secondary
  - ➢ Including Summer Juvenile Detention Centers

Grade Grouping must follow the same Calendar
- *Same start & end dates*
- *Same attendance dates*

MAXIMIZED UNIT = MAXIMIZED FUNDING

- Set your Calendars
  - Days of attendance
  - Calendar Type – K / R / A / DR / SA / SR
  - Grade Group - K / 1-6 / 7-12

- Each grade grouping is district wide & should have the same start and end dates and attendance dates.

Example: having one first grade school not attending the same days as the other first grade schools, negatively impacts your aggregate attendance, ADA, units, and ultimately funding.

- Accurate attendance
  - correct entry & exit dates
  - First day of attendance
  - Last day of attendance

Support unit Calculation Table

$$\frac{ADA}{Divisor} = Units$$

IDAHO CODE 33-1002 (4)
COMPUTATION OF KINDERGARTEN SUPPORT UNITS

Average Daily Attendance	Attendance Divisor	Units Allowed
41 or more.................. 40	....	1 or more as computed
31 --- 40.99 ADA........ ---	....	1
26 --- 30.99 ADA........ ---	....	.85
21 --- 25.99 ADA........ ---	....	.75
16 --- 20.99 ADA........ ---	....	.6
8 --- 15.99 ADA........ ---	....	.5
1 --- 7.99 ADA........ ---	....	count as elementary

COMPUTATION OF ELEMENTARY SUPPORT UNITS

Average Daily Attendance	Attendance Divisor	Minimum Units Allowed
300 or more ADA		15
	.... 23 ...grades 4,5,& 6....	
	.... 20 ...grades 1,2,& 3....	
160 to 299.99 ADA	20	8.4
110 to 159.99 ADA	19	6.8
71.1 to 109.99 ADA	16	4.7
51.7 to 71.09 ADA	15	4.0
33.6 to 51.69 ADA	13	2.8
16.6 to 33.59 ADA	12	1.4
.01 to 16.59 ADA	n/a	1.0

COMPUTATION OF SECONDARY SUPPORT UNITS

Average Daily Attendance	Attendance Divisor	Minimum Units Allowed
750 or more.................. 18.5...........................		47
400 --- 749.99 ADA........ 16..............................		28
300 --- 399.99 ADA........ 14.5...........................		22
200 --- 299.99 ADA........ 13.5...........................		17
100 --- 199.99 ADA........ 12..............................		9
99.99 or fewer	Units allowed as follows:	
Grades 7--12........	....	8
Grades 9--12........	....	6
Grades 7-- 9.......	....	1 per 14 ADA
Grades 7-- 8.......	....	1 per 16 ADA

COMPUTATION OF EXCEPTIONAL SUPPORT UNITS

Average Daily Attendance	Attendance Divisor	Minimum Units Allowed
14 or more.................. 14.5	....	1 or more as computed
12 --- 13.99.................. ---	....	1
8 --- 11.99.................. ---	....	.75
4 --- 7.99.................. ---	....	.5
.01 --- 3.99.................. ---	....	.25

COMPUTATION OF ALTERNATIVE SCHOOL SECONDARY SUPPORT UNITS

Pupils in Attendance	Attendance Divisor	Minimum Units Allowed
12 or more.................. 12	....	1 or more as computed

Kindergarten Attendance

- For half day kindergarten students who attend either a morning session schedule 1 or an afternoon session schedule 2 their daily attendance will be reported as a 0.5 each day of attendance and their calendar will also be a 0.5 for each day.

- For kindergarten students who attend a full day session their daily attendance will be a 1.0 each day of attendance and their calendar will also be a 1.0 each day.

- REMEMBER – Kindergarten is only funded for .5 half day.
    - 4 hours or more = 1.0 full day of attendance
    - 2.5 hour to 3.99 hrs = .5 Half day of attendance
    - Less than 2.5 hours = 0 day of attendance

- It is important to set up all calendars to match attendance schedules.
    - .5 day attendance .5 day calendar
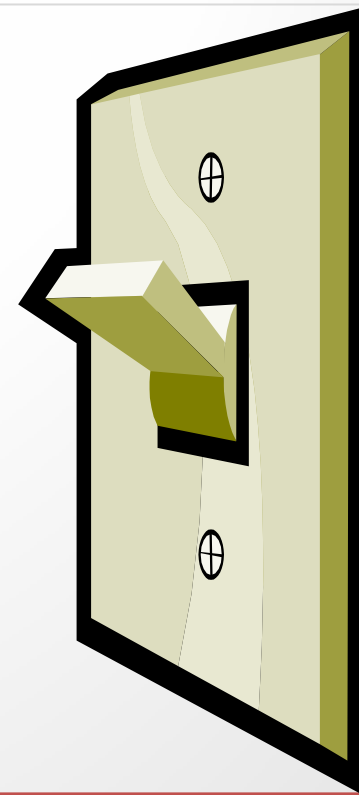   - 1.0 day attendance 1.0 day calendar

Attendance Grades 1-12

ONLY 3 SETTINGS IN A DAY

1 Day = 4 or more hours

.5 Day = 2.5 to 3.99 hours

No Attendance = Less than 2.5 Hours

A school day may be counted as a "day in session" when the school is open and students are present and under the guidance and direction of teachers in the teaching process.

(IDAPA 08.02.01)

RECORDING ATTENDANCE

Recording Attendance at the Building Level = Uniform reporting (I.C. 33-120)

The state superintendent of public instruction shall prescribe forms and format for uniform accounting for financial and statistical reports and performance measurements to provide consistent and uniform reporting by school districts.

SDE Recommends; that attendance records should be maintained and kept on file at each school building. Each Classroom Teacher should be recording Elementary attendance twice daily (a.m. and p.m.) and Secondary attendance should be recorded for each class period throughout the day.

SDE Recommends; that attendance should be reviewed daily and audited weekly by building personnel to insure proper attendance reporting to the State Department of Education.

Other Required Reporting

1. Homebound Students
2. Dual Enrolled – Publicly enrolled
3. Dual Enrolled – Private/Home School enrolled
4. How to Identify Dual Enrolled Students
5. Detention Center Attendance
6. Early Graduates
7. Emergency Closures

Homebound Students

- (I.C. 33-1003A) A homebound student is any student who would normally and regularly attend school, but due to illness or accident that necessitates an absence from school for more than ten (10) consecutive school days, the school district may include homebound students in its total attendance, provided that academic instruction has been given by appropriate certified professional staff employed by the district.

  - Typically medical reasons and or doctor driven

Note: Beginning on the eleventh (11) homebound day and thereafter, the student may be included in the total aggregate attendance.

  - Books and assignments are sent home and you will keep reporting them in full attendance until they are released by the doctor to return to school.

Public Dual Enrolled Students

- A Public dual enrolled student is any student attending more than one traditional public school, public charter school or public virtual school.
  - It is up to the two public schools to work out how the ADA will be divided and or to set up tuition agreements.
    - Note: You must use a Regular Calendar and report time in .5 and 1.0 following the rules of daily attendance reported using 2.5 hours and up to 3.9 hours = .5 and 4.0 hours and greater = 1.0 day of attendance.
  - It is important to exit your students their last day of attendance.
  - Be careful to not identify a student as a homeschooled or private schooled student, when they are dual enrolled in another district and or charter and not identified as a homeschool or private school student.
    - Note: any student aggregating to greater than 1 ADA and is identified as a homeschool or private school student, will result in the district who identified them as private/homeschooled losing their reported attendance.
- Note: No student shall generate more than one (1.0) ADA.
- ISEE reports: Allocated Enrollment and Greater than 1 ADA report allow each district to identify these students by EDUID assignments, Enrollment and Attendance. Please run these reports prior to the submission period deadlines, and correct any mis-identification.

Homeschool/Private or Non-Public Dual Enrolled

- Those non-public students who are not educated in a public school, but attend classes at a public school are also considered dual enrolled students.
- A dual enrolled student <u>must attend at least two and one half (2.5) hours per week</u> to be included in the school's weekly aggregate attendance.

Use a DR Calendar and report the students attendance in hours + assign an appropriate Grade Level and identify them as phSchool = yes

Important: *Grade level has to be assigned for attendance to be reported.*

Example
Sally, a home instructed student, enrolls in music class that is held for 55 minutes, 5 days a week and she attends class all week:
Total minutes of attendance (55 minutes x 5 days) = 275
Total hours of attendance (275 divided by 60) = 4.58
Aggregate hours of attendance (4.58 divided by 4) = 1.15 rounds to 1.0

Homeschool/Private School Students

Regular Home School/Private School Students:
- Grade Level = Assign a grade level to the student
- phSchool = Y
- Report Attendance

Home School/Private School Students taking IDLA Classes:
- Grade Level = Assign a grade level to the student
- phSchool = Y
- Report Attendance

Home School/Private School Special Ed Services only Students:
- Grade Level = NG   (*formerly* known as Grade level PH)
- phSchool = Y
- SpecialEd = Y
- Do not report attendance

Identify
Dual Enrolled Students

- Two reports that can help you identify dual enrolled students:

  - Allocated Enrollment Report
    - Report identifies by EDUID the student, number of courses, and instructional time in each district/charter
    - Duplicate enrollment affects Special Education Funding

  - Greater than 1 ADA
    - From the attendance records, this report identifies by EDUID the student, the reported attendance and calendar days
    - Affects your ADA and units

  - Districts & Charters should work together on tuition agreements & claiming ADA

Detention Center Attendance

- The approved Juvenile Detention Center will report attendance on these students, as the students are under the instruction and guidance of a certificated instructor at the Juvenile Detention center
    - While the student is in the Detention Facility and not present in the school, you will **NOT** record attendance at the district school or Charter School while they are at the Detention Facility

- Note: if the students are temporarily in the Detention Center, no need to exit these students, however you should NOT report attendance on them when they are not present in your school!
    - *Students detected for double attendance will be reduced to 0 and the benefit will go to the Detention Facility*

- Detention Centers & School Districts reporting attendance on the same day
  - Benefit goes to the Detention Center
    - *Automatically adjusted when detected*
  - Will be list on the Greater than 1 ADA report
- Entry and Exit date problems & attendance
  - Make sure your student is properly enrolled and present, and or exited and marked absent
    - Benefit is an aggregated and split by each district
      - *Automatically adjusted when detected*

Early Graduates

- Report continued Attendance on four year students who graduate early to get continued funding:
  - Students who graduate mid school year of their senior year (by December & have petitioned the board to graduate early)
  - Students on Mastery Advanced Placement Program (MAPP)
  - Dual Credit for Early Completers
  - 8 in 6 program participants

- Create attendance in the second semester based on their first semester's attendance (will not be perfect attendance). Use course code 86000 Early Graduate, any certified staff can be assigned using code 86000. At end of year must have exit code 4A Regular Graduate

Emergency Closure

CERTIFICATE OF CLOSURE
Emergency Closures Reporting
2008 - 2009

Reporting Period _____
(1st period, 2nd period or 3rd period)

District # _____   District Name _____

In compliance with I.C. 33-1003A, certify the cause and duration of each incident of emergency school closure.

- For each emergency closure, show the number of instructional hours missed for each grade grouping.
- If the missed instructional hours in each grade grouping for all buildings in the district where the same, then fill one line listing "All".
- If the emergency closure was for 2 or more consecutive full days, show on one line the date(s) of the closure.
- Report instructional hours to 2 decimal place.

- Attach a copy of the school board minutes showing approval for each emergency closure stating the cause and duration.

Building Number or if District Wide **All**	Cause for the Emergency Closure	Date(s)	Amount of Kindergarten Instructional Hours Missed*	Amount of Grades 1-3 Instructional Hours Missed*	Amount of Grades 4-6 Instructional Hours Missed*	Amount of Grades 7-12 Instructional Hours Missed*

Please submit with the Attendance and Enrollment Reports.

_____
Superintendent's Signature

*Be sure to reduce your instructional hours on your school calendars to reflect the closure.

> The board of trustees shall certify to the State Department of Education the cause and duration of such closure

What is Not Considered an Emergency Closure

- The State Board of Education does not recognize a teacher strike or the withholding of service as sufficient cause to declare an emergency closure (IDAPA 08.02.01, 200).

- Funeral services

- State Tournaments

- Construction Delays

Maximize Your Funding

1. Establish accurate <u>Calendars</u> / Weeks with the highest attendance
2. Ensure that the <u>Calendar Type</u> is correct for each student
3. Integrate each <u>Grade Group</u> into the correct calendar
4. Maintain procedures to double check <u>Daily Attendance</u>
5. Record all student data & double check entry and exit dates
6. Run Allocated Enrollment & Greater than 1 ADA reports to catch dual enrolled students & establish tuition agreements
7. Send in submissions early / Do not procrastinate on making corrections
8. Have a designated person assigned to run attendance & enrollment Reports within 2-3 business days after transmission
9. Make sure to not miss a scheduled upload date
10. Ensure Midterm reporting period data is correct prior to December deadline

ISEE Submission Schedule for FY2015-2016

MIDTERM REPORTING PERIOD

1st day of school through the 1st Friday of November Submission
Attendance & Enrollment and Staffing
Including Summer School

	Collection Period (Data)	Submission Period	
Summer Alternative	06/01/2015 – 09/11/2015	08/07/2015 – 09/18/2015	**Correction Deadline 12/14/15**
October Submission	07/01/2015 – 10/02/2015	10/02/2015 – 10/15/2015	
November Submission	10/03/2015 – 11/06/2015	11/06/2015 – 11/20/2015	February 15th Payment

4TH REPORTING PERIOD

November – February Submission & Corrections

Attendance & Enrollment and Staffing

STAFFING CORRECTIONS:	After 12/14/15 all corrections MUST be requested and approved prior to the deadline of 3/27/16		
ATTENDANCE & ENROLLMENT CORRECTIONS:	All corrections to Midterm reporting MUST be submitted by the deadline of 3/27/16		
	Collection Period (Data)	Submission Period	**Correction Deadline 3/27/16**
March Submission	11/07/2015 – 03/04/2016	03/04/2016 – 03/18/2016	May 15th Payment

FINAL REPORTING PERIOD

March – June Submissions

Attendance & Enrollment Final Submission 6/17/16

	Collection Period (Data)	Submission Period	
May Submission	03/05/2016 – 05/06/2016	05/06/2016 – 05/20/2016	**Deadline 6/17/16**
End of Year Submission	05/07/2016 – 06/17/2016	05/20/2016 – 06/17/2016	July 15th Payment

ATTENDANCE & ENROLLMENT CORRECTIONS:	Any corrections to Midterm reporting period needed after 3/27/16 MUST be requested and approved prior to the 6/17/16 deadline.

Have Questions

We are your support!
332-6840

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